Kentucky.gov

PMC.EntityId	PMC.NewsroomId

Connected Newsroom? YES ☐ NO ☐

Content Management Authorization Form for News Center

To establish an account that enables your agency to add press releases via Microsoft Content Management Server (MCMS), you must first have each user register with Kentucky.gov. They can do so by visiting http://kentucky.gov/subscribercenter/ and completing the self-registration process. If a user has previously registered for either the Calendar or Website management, they do NOT need to re-register. Please complete the following information and fax the form to the attention of Jonathan Keeler at (502) 875-3722. Please be sure the form is approved and signed by a responsible party for the agency prior to faxing. The responsible party will be the only individual who can contact Kentucky.gov to remove or add user access. Should you have any questions while completing this form, please contact Jonathan Keeler at (502) 875-3733.

Agency Name: _____
(This is the way your agency name would read in the News Center)

What Branch of Government does your agency fall under? (Circle One)

Executive   Legislative   Judicial   Elected Official Office   Other:_____

What Cabinet does your agency fall under? _____

Primary Contact Name: _____

Primary Contact Telephone Number: _____

Primary Contact Email Address: _____

Would you like your press release contact information pre-populated for you?   Yes   No

If yes, what information would you like to be displayed? _____

_____

List of Users and Their CMS Rights:

User Name*	Name	Email Address	CMS Rights
_____	_____	_____	☐ Author ☐ Editor
_____	_____	_____	☐ Author ☐ Editor
_____	_____	_____	☐ Author ☐ Editor

_____
Print Name (Responsible Party)

_____
Title/Position (Responsible Party)

_____
Signature (Responsible Party)

_____
Date

*This is the name that you established while self-registering. If you have access to a CMS Website or Calendar, that same User Name is used for the News Center as well.